

<p align="center">ROP 4: GUIDELINES FOR PARKING</p>	<p align="center">Page 1 of 3</p>
<p align="center">Department of Forensic Science CENTRAL LABORATORY REGIONAL OPERATING PROCEDURES</p>	<p>Amendment Designator: B</p>
	<p>Effective Date: 1-October-2005</p>
<p align="center">ROP 4: GUIDELINES FOR PARKING</p> <p>4.1 PURPOSE</p> <p>4.1.1 This document establishes the policies and procedures under which the Department of Forensic Science (DFS) will operate the parking program at the Central Laboratory's Biotech Two facility. Employees are reminded that guaranteed parking is not a condition of employment.</p> <p>4.2 PARKING LOCATIONS</p> <p>4.2.1 Three parking locations are currently available to employees working at the Biotech Two facility. The main lot is located on the Biotech Two premises. The second lot is located on the north side of Duval Street, and is owned by the Virginia Department of Transportation. The third location is space in the Division of Consolidated Laboratory Services (DCLS) garage managed by Standard Parking. Priority to assignments will be 1) DFS lot, 2) Duval lot and 3) DCLS garage.</p> <p>4.2.2 <u>DISABLED ACCESS PARKING:</u> There are several parking spaces in the main lot which are designated for use by the disabled. Employees entitled to disabled access parking must request such parking from the Parking Coordinator.</p> <p>4.2.3 An employee assigned to a disabled access space must provide to the Parking Coordinator a copy of their disabled access permit card issued by the Department of Motor Vehicles (DMV), or a copy of their vehicle registration showing that DMV issued him/her a disabled access license plate. This information will be held in strict confidence.</p> <p>4.2.3.1 Use of a disabled access space by anyone not displaying in/on their vehicle a valid permit or license plate from DMV will result in the vehicle being ticketed and towed.</p> <p>4.2.4 <u>VISITOR PARKING:</u> Visitor parking is strictly reserved during business hours for visitors to Biotech Two. Visitors are defined as law enforcement officers delivering evidence, attorneys, DFS regional lab personnel, repairmen, etc. Full-time and wage employees, volunteers, interns, and students assigned to the Central Laboratory are not considered visitors.</p> <p>4.3 PROCEDURES FOR ADMINISTERING THE PARKING PROGRAM</p> <p>4.3.1 <u>PARKING COORDINATOR:</u> The Forensic Office Manager II, CF343, will serve as the DFS Parking Coordinator. This position will assign parking spaces, issue permits, and maintain a list of DFS and Office of the Chief Medical Examiner (OCME) employees requesting parking spaces.</p> <p>4.3.2 <u>PARKING ASSIGNMENTS:</u> DFS will assign parking spaces to employees based on total continuous full-time and part-time classified service with the Commonwealth of Virginia, including time granted for leave without pay. The OCME shall establish its own criteria for assignments.</p> <p>4.3.3 <u>PARKING PERMITS:</u></p> <p>4.3.3.1 A parking permit will be issued for each parking assignment in the DFS & Duval lots. The permits serve to identify authorized vehicles and shall be displayed in the front windshield of the vehicle or on the rearview mirror. Broken permits will be replaced at no charge, provided the permit number can be identified.</p> <p>4.3.3.2 Access cards will be issued for DCLS garage assignments.</p>	

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<p>4.3.3.3 When an assignee leaves the employee of DFS and/or OCME, the parking permit or access card must be returned for reassignment.</p> <p>4.3.4 Any employee who has an assigned parking space and will be on extended leave (longer than two weeks) for whatever reason, may retain their parking space as long as the parking fee is paid.</p> <p>4.3.5 Parking fees will be established by DFS and paid in accordance with DFS policy.</p> <p>4.4 EMPLOYEE RESPONSIBILITY</p> <p>4.4.1 <u>PARKING REQUEST FORM</u>: Any employee assigned a parking space shall complete the Parking Request Form (attached). The employee must promptly update the form to reflect any changes that occur (such as name changes, vehicle changes, etc.), observe all posted/marked directional signs, report any unlawful or suspicious act, and observe all published policies and procedures. Failure to update the Parking Request Form could result in an employee's authorized vehicle being ticketed or towed. If, however, an assigned parker has a temporary vehicle, such as a loaner or rental vehicle, it will not be necessary for him/her to update the Parking Request Form for the temporary vehicle.</p> <p>4.4.2 <u>LEASING, TRADING, OR LOANING ASSIGNED PARKING SPACES</u>:</p> <p>4.4.2.1 Subletting of parking spaces is not permitted.</p> <p>4.4.2.2 Trading of assigned parking spaces shall be coordinated with the Parking Coordinator.</p> <p>4.4.2.3 Loaning a parking space may be done only on a temporary basis, and providing the following criteria are met:</p> <p>4.4.2.3.1 The primary assignee shall notify the Evidence Manager and the Parking Coordinator, in writing (e-mail or memo), of the beginning and ending dates of the temporary loan, the temporary assignee's name, the vehicle make and model, and the vehicle license number.</p> <p>4.4.2.3.2 The primary assignee shall give the temporary assignee their parking permit to display. Transfer of the parking permit from one vehicle to another shall take place as promptly as reasonably practical.</p> <p>4.5 ENFORCEMENT RESPONSIBILITY</p> <p>4.5.1 DFS Evidence Specialists will enforce the parking rules by notifying the Virginia Commonwealth University (VCU) Police Department of any unauthorized use of Biotech Two parking facilities. When unauthorized vehicles are parked in the police parking spaces on Duval, 5th, or Jackson streets, DFS Evidence Specialists will notify the Richmond Police Department. DFS Evidence Specialists will make every attempt to identify a vehicle prior to calling the VCU or Richmond Police Department.</p> <p>4.5.2 <u>PARKING VIOLATIONS</u>: Failure to adhere to established policies and procedures could result in a ticket being issued to an unidentified or unauthorized vehicle and/or the vehicle being both ticketed and towed. Additionally, the primary assignee could lose their privilege to park at a Biotech Two parking facility. Examples of parking violations include but are not necessarily limited to:</p> <ul style="list-style-type: none"> • Parking in a loading zone or other prohibited area • Failure to display a valid permit • Parking in or blocking a driveway or crosswalk • Unauthorized parking in disabled access spaces 	

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<div data-bbox="308 346 948 409"> <ul style="list-style-type: none"> • Improper use of assigned spaces • Failure to observe posted directional signs or markings </div> <div data-bbox="211 438 1549 531"> <p>4.5.3 Parking policies and procedures shall be strictly observed and enforced during DFS business hours, Monday through Friday between the hours of 8:00 a.m. until 5:00 p.m. Full-time and wage employees, students, and other authorized persons may use any parking space after 5:00 p.m.</p> </div> <div data-bbox="1453 541 1539 569"> <p>◆ End</p> </div>	